**MINUTES**

**(Pending Approval)**

**Meeting of the Academic Affairs Committee**

**Wednesday, April 18, 2018**

**University Center 233**

Members Present:Richard Vela, Chair (Senator), Robert Arndt (Chair, Academic Support Services Subcommittee), Mitu Ashraf (Senator), Roger Ladd (Chair, General Education Subcommittee), Abigail Mann (Senator), Jaime Martinez (Chair, Curriculum Subcommittee), Cliff Mensah (Senator), Enrique Porrua (Senator), Melissa Schaub (Chair, Enrollment Management Subcommittee),

Members Absent: Jose D’Arruda (Senator), John Parnell (Senator), Michael Spivey (Senator), David Ward (Provost and VC for Academic Affairs)

Guests: Scott Billingsley (Associate Vice Chancellor/Interim Associate Vice Chancellor for Engaged Outreach), Elizabeth Normandy (Associate Vice Chancellor for Planning and Accreditation), Tom Trendowski (Health and Human Performance), Ki Chae (Counseling), Leon Jernigan (Biology), James Robinson (Sociology and Criminal Justice), Derek Oxendine (Center for Student Success), Jose Rivera (Music), Serina Cinnamon (Education), David Nikkel (Philosophy and Religion), Irina Falls (Educational Specialties), Holden Hansen (Theater Department), Terence Dollard (Mass Communications)

Recording Secretary: Mitu Ashraf

1. **Call to Order**

The meeting was called to order by Dr. Vela (Chair) at 3:32 p.m.

1. **Approval of Minutes**

The minutes were approved as distributed.

1. **Approval of Agenda**

The agenda was approved with amendments. Amendments included moving the “Syllabus Checklist” changes from item VII to the front of the agenda, and combining subsections x and xi.

1. **Report from the Chair**

None

1. **Reports from the Administrators**

None

1. **Reports from Subcommittees**
	1. Curriculum Subcommittee: Jaime Martinez
2. Proposal from the Writing Intensive Committee
	* 1. Program Proposal: Add ENG 2790, ENG 3750, and MUS 2930 to the list of Writing Enriched Courses.

After discussion the proposal was approved. Vote: 8-0-0

* + 1. Program Proposal: Add SWK 3050 to the list of Writing in the Disciplines Course.

After discussion the proposal was approved. Vote: 8-0-0

 ii. Proposal from the Bachelor of Interdisciplinary Studies (B.I.S.) Program

1. Program Proposal: Revise all B.I.S. programs in the following ways:
	1. Change admissions standards to require either 45 completed credit hours or a completed Associate Degree.
	2. All B.I.S. students will now complete WE/WD requirement.
	3. Revise all BIS majors and tracks to eliminate “Validation of Applied Associate Degree” (which was worth 30 credit hours) and add 30 credit hours to Electives. This NOTE is added for ELECTIVES: "\*Students entering the BIS Program with an Associate of Applied Science or Applied Associate of Arts from a regionally accredited two-year institution may receive up to 30 hours transfer credit towards Electives upon verification of such degree."

(Requires Senate’s Approval).

1. Program Proposal: Create General Studies, B.I.S. (Requires Senate Approval)
2. Program Proposal: Revise Applied Information Systems, Operations Management, B.I.S., to incorporate a WD course (SOC 3000) in core requirements. (Requires Senate Approval)
3. Program Proposal: Add required course to Core (PAD 3100 Introduction to Public Administration and reduce electives in Public and Non-Profit Administration, B.I.S. (all tracks). (Requires Senate Approval)
4. Program Proposal: Revise Public and Non-Profit Administration, Public Management, B.I.S. (Requires Senate Approval)

After discussion all proposals from the B.I.S. were approved. Vote: 8-0-0.

iii. Proposals from the Department of English, Theater, and Foreign Languages

1. Program Proposal: Remove SPN 2990 from Spanish, B.A. (Requires Senate approval)
2. Program Proposal: Remove SPN 2990 from Spanish, B.A. with Teacher Licensure (Requires Senate approval)
3. Program Proposal: Make THE 2020, 2040, 2060, 2080, 2100 repeatable in Theatre, B.A. (Requires Senate approval)

Passed after discussion. Vote: 8-0-0.

 iv. Proposals from Department of History

1. Course Proposal: Create HST/AIS 3030 Indian Slavery in Colonial North America
2. Course Proposal: Create HST 3640 Civil Rights Movement
3. Course Proposal: Create HST 4340 Vietnam War
4. Course Proposal: Create HST/AIS 4620 Gender & Power in Native North America to 1900
5. Program Proposal: Revise History, B.A. to create a General History track (Requires Senate Approval)
6. Program Proposal: Revise History, B.A. to create a Social Studies Education track (Requires Senate Approval)
7. Program Proposal: Delete Social Studies Education, Middle Grades Licensure track, B.A. (Requires Senate Approval)
8. Program Proposal: delete Social Studies Education, Secondary Licensure track, B.A. (Requires Senate Approval)

After discuss the proposals passed. Vote: 8-0-0

 v. Proposals from the Department of Mass Communication

1. Program Proposal: revise program requirements for Mass Communication, B.A. to require a grade of C or better in MCM 2100 and 2400 for students completing all tracks. (Requires Senate Approval)

 After discussion the proposals passed. Vote: 8-0-0

 vi. Proposals from the Department of Music

1. Course Proposal: Create MUS 3330 Rehearsal Lab
2. Program Proposal: Revise Music Education, Instrumental Emphasis, B.M. (Requires Senate Approval)
3. Program Proposal: revise Music Education, Keyboard Emphasis (Instrumental Orientation), B.M. (Requires Senate Approval)
4. Program Proposal: Revise Music Education, Keyboard Emphasis (Vocal Orientation), B.M. (Requires Senate Proposal)
5. Program Proposal: Revise Music Education (Vocal Emphasis), B.M. (Requires Senate Approval)

After discussion the proposals passed. Vote: 8-0-0

 vii. Proposals from the Department of Philosophy and Religion

1. Course Proposal: Create REL 4080, The Paranormal
2. Program Proposal: Create minor in Popular Religious Culture in America (Requires Senate Approval)

After discussion the proposals passed. Vote: 8-0-0

 viii. Proposals from the Department of Educational Specialties

1. Course Proposal: Create ECE 4090 Teaching Strategies for Science, Math, and Reasoning
2. Program Proposal: Revise Birth-to-Kindergarten Education, B.S. (Requires Senate Approval)
3. Program Proposal: Revise Professional Concentration in Reading (Requires Senate Approval)

After discussion the proposals passed. Vote: 8-0-0

 ix. Proposals from the Department of Health and Human Performance

1. Course Proposal: Create EXER 6200 Graduate Comprehensive Examination
2. Course Proposal: Create PED 3060 Elementary School Methods Health/PE
3. Course Proposal: Create PED 3070 Middle School Methods Health/PE
4. Course Proposal: Create PED 3080 High School Health/PE Methods
5. Course Proposal: Create PED 3420 Introduction to Health/PE
6. Program Proposal: Revise Health/Physical Education, B.S. (Requires Senate Approval)

x. Proposals from Educational Leadership and Counseling

1. Program Proposal: Add three new elective options to Clinical Mental Health Counseling, M.A.Ed. (Requires Senate Approval)
2. Course Proposal: Create CNS 5860 Contemporary Issues and Special Population in Addiction
3. Course Proposal: Create CNS 5880 Diagnosis and Treatment in Addiction
4. Course Proposal: Create CNS 5890 Psychopharmacology and Addiction
5. Program Proposal: Add EDNL 5850 Curriculum Leadership to School Administration Add on Licensure, increasing program hours from 21 to 24 credits (Requires Senate Approval)

After discussion the proposals passed.

xi. Faculty Handbook revisions and Curriculum Development and Revision Process

 (See the attachment: “Faculty Handbook Revisions”)

 After discussion the proposal passed. Vote: 8-0-0

* 1. Enrollment Management Subcommittee: Melissa Schaub
		1. Dr. Schaub mentioned that according Ms. Williams (Associate Vice Chancellor for Enrollment), as of the time of reporting there were a total of 4,411 students who had completed admission applications. By this time last year there were 4,012 who had completed admission application—an increase of about 10 percent from last year.

As of the time of reporting there was about 14.9 percent increase in admitted students; there were a total of 3,622 this year as compared with 3,151 students as of the time of reporting. It is important to note that these numbers include both freshman and transfer students—the numbers are not broken down by category.

* + 1. Open House is scheduled for Saturday, 04-21-2018.
		2. Given the news that some high school students plan to stage a walkout in to protest school shootings and some high school administrators are planning to penalize students Dr. Schaub moved that the Academic Affairs make the following motion.

“We move that the Faculty Senate ask the Associate Vice Chancellor for Enrollment to publically post UNCP’s existing policies on peaceful protests and the admissions process and request that UNCP be added to the NACAC list.”

After discussion the motion passed. Vote: 8-0-0

* + 1. Dr. Schaub presented the redlined Course Withdrawal policy document. (See attached.)

After discussion the document was approved. Vote: 8-0-0

* + 1. Dr. Schaub also suggested that the Course Withdrawal form be brought in line with the Catalog. Following motion was made.

“We move that the withdrawal form be brought in line with the Catalog.

Vote: 8-0-0

* 1. General Education Subcommittee: Roger Ladd
1. Proposals from the Department of Biology
	* 1. Course Proposal: Bio 2110 Anatomy and Physiology I, Add existing course to General Education
		2. Course Proposal: Bio 2120 Anatomy and Physiology II, add existing course to General Education

After discussion the proposals passed. Vote: 5-0-4

A motion was moved to extend the meeting by five minutes. The motion passed. Vote: 8-0-0

* 1. Subcommittee on Academic Support Services: Robert Arndt
		1. Proposed changes to the Subcommittee on Academic Support Services Biennial Survey (See attached.)

After discussion the proposal to remove the survey from the charge of the Academic Support Services Subcommittee (Proposal 1) was passed. Vote: 8-0-0

The Academic Affairs Committee members also proposed to make the following changes in the Faculty Handbook, page 23. (The changes are in “green.”)

“The Subcommittee on Academic Support Services shall examine proposals and policies relating to the operations and development of the Library, the Academic Support Center, the Division of Information Technology, and the University Writing Center and shall make appropriate recommendations/proposals to the Academic Affairs Committee. The Subcommittee shall receive reports from the above offices on user surveys they conduct.”

After discussion the proposal passed. Vote: 8-0-0

1. **Unfinished Business**

Report from the working group to review/revise Syllabus Checklist was moved to the front of the agenda.

1. **New Business**

None

1. **Announcements**

None

1. **Adjournment**

The meeting was adjourned at 5:10 p.m.